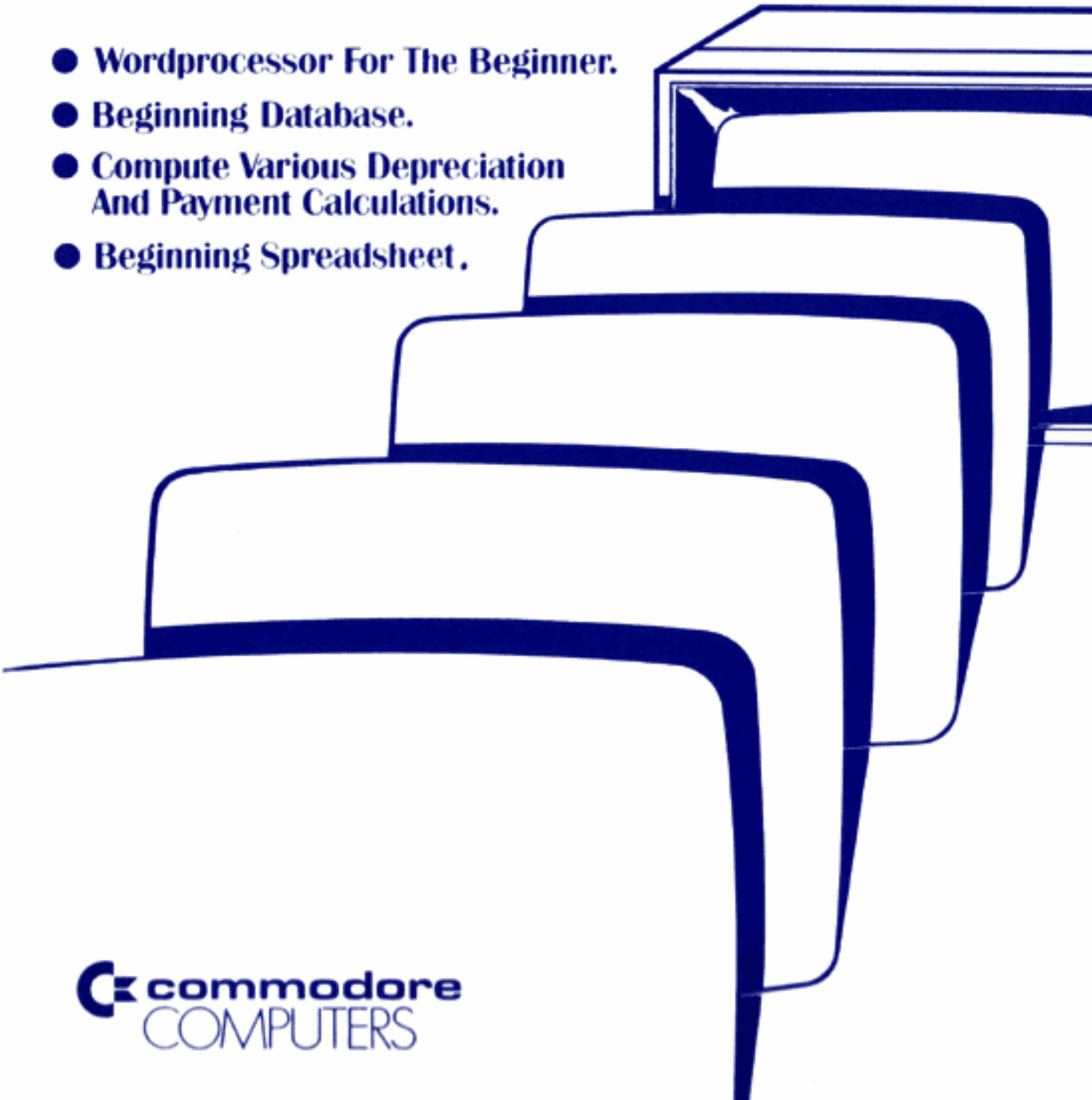
Starter Productivity Software

5 Productive Programs For The Beginner

- Wordprocessor For The Beginner.
- Beginning Database.
- Compute Various Depreciation And Payment Calculations.
- Beginning Spreadsheet.



commodore
COMPUTERS

STARTER PRODUCTIVITY SOFTWARE

For Your Commodore 16 & Plus/4

Starter Productivity Software

Starter Productivity Software is designed for the beginner computer user who wants to process financial information. The five programs include a spreadsheet, database manager, word processor, mortgage calculator and depreciation calculator. This is an excellent low cost starter package for the person who doesn't need highly specialized, sophisticated packages designed for larger needs. Starter Productivity Software is a valuable management tool to control your personal business and make it as efficient as possible. Get a handle on your personal and business information with Starter Productivity Software and be PRODUCTIVE!

Starter Productivity Software includes two cassette tapes. Tape one contains:

Starterfile

Startercalc

Depreciation Calc
on both sides A and B. Tape two contains:

Starterscript

Mortgage Calc
on both sides A and B.

All five productivity programs can SAVE the information you input and calculate as files. You cannot load the data that is SAVEd from one program into another. In other words, two programs CANNOT share the same data files. For example, Startercalc cannot read the data SAVEd by Starterfile and vice versa.

Starterfile

Starterfile is a mini-database management system designed for the novice computer user. Starterfile has many of the features of a sophisticated database management system and it is easy to use. It creates custom databases in which you can add, edit, delete, search and sort records. You can load and save your records to disk or tape and output them to a printer. Starterfile is an important and efficient tool in managing personal or small business information such as phone and mailing lists, customer files, expenses, food recipes and record album collections.

To LOAD Starterfile, insert the Starterfile cassette (tape #1) into the Datassette and rewind it. Now type:

LOAD "STARTERFILE"

and press RETURN. To RUN the program type:

RUN

and press RETURN.

Starterfile contains a menu from which you select database functions. The main menu appears as follows:

STARTERFILE
XXXX CHARS FREE
0 RECORD(S)
R REVIEW CURRENT FILE
S SEARCH CURRENT FILE
E EDIT A RECORD
A ADD A RECORD
D DELETE A RECORD
T TOTAL
O SORT CURRENT FILE
P PRINTER OFF
L LOAD A FILE
F SAVE CURRENT FILE
M MAKE A NEW FILE
Q QUIT

CHOOSE ONE:

The value XXXX is equal to 55982 on the Plus/4 and 7588 on the C 16.

Think of Starterfile as an office filing cabinet. Each related group of information in Starterfile is called a file. Within each file are records. Think of a file as a folder within a drawer of a filing cabinet. Think of a record as each piece of paper within the folder in the filing cabinet drawer. The smallest piece of information is called a field. A group of fields make up a record. A field is comparable to the information written on each piece of paper within the filing drawer folder. It's important to understand the difference between each component of the database.

Let's review quickly. A field is the smallest component. A number of fields make up a record. The entire collection of all the records makes up the file. The file is the largest component of the database.

The first step in constructing your custom database is creating a new file.

1) TO CREATE A FILE, press the "M" key. The computer responds with:

HOW MANY FIELDS (2-10)?

Enter a number between 2 and 10 and press RETURN. This number determines how many pieces of information are contained in each record. This sets up the format for every record in the file. From now on, any record you add to the database has the number of fields specified by the number you just entered. For example, if you are constructing a mailing list database,

you need 6 fields—one field for each of the following items: 1) name, 2) street address, 3) city, 4) state, 5) zip code and 6) phone number.

After you enter the number of fields and press RETURN, the computer responds with:

FIELD #1

TITLE?

You must give each of the fields a name, so each time you add a record you'll know what information the database is expecting. For example, in your mailing list database, call field #1 "Name", call field 2 "Address", call field 3 "City" etc. Try to keep field names less than ten characters long.

After each field title, the computer responds with:

TYPE (0 = NUMBER, 1 = $.$$, 2 = CHAR)?

Enter the type of data in each field. Press the zero (0) key if your field is numeric data. Press the 1 key if your field is a fixed decimal number, meaning your number has two digits to the right of the decimal point. Press the 2 key if your field is character data (letters, digits and special characters except the colon (:) and comma (,)). If you enter a comma or colon, any characters entered after these symbols are not input into the database.

The only character other than a number you can enter into a numeric field is the decimal point. For example, if you want to include parentheses, slashes or dashes in the phone number field, make it a character field since character fields accept any characters except for the comma and colon. If you don't want slashes, dashes or parentheses in the phone number field you can make it a numeric field.

Once you specify the field names and the type of data in each field, the main menu is displayed and you are ready to start adding information to your database.

2) TO ADD RECORDS, press the "A" key. As an example, the computer displays the follow:

Add

Record #1

Name: (Char)
? [ ]

The computer displays the database function at the top of the screen and the record number. In addition, the title of the field is displayed along with the type of data in that field. The question mark is a prompt which tells you the computer is waiting for you to enter a record. For example, in your mailing list database, the first field is for a person's name. Enter a name and press RETURN. The computer displays the title of the next field and the data type as in the following example:

Address: (Char)

? [ ]

Enter an address and press RETURN. The next field title and data type are displayed. Continue entering information into each field until all fields are filled. After you input the information for all the fields, Starterfile returns to the main menu. Notice the computer displays the number of records contained in the file on the main menu. Also notice the amount of available memory left in the database is reduced by the amount of memory used by the added record. Make sure the length of the fields you input are less than 80 characters long.

3) TO REVIEW A RECORD, press the "R" key. The computer displays a list of all the records in the file as in the following example:

Record #1

Name Oscar Kramden

Address 13 Lucky Lane

etc.

The review option is helpful in finding out which record number corresponds to each record. You need to know the record number in order to EDIT or DELETE records. To stop reviewing and return to the main menu, press the RUN/STOP key. To pause the listing, press any key. Press any key again to resume reviewing.

4) TO EDIT A RECORD, press the "E" key. The computer responds with:

Record # to Edit?

In order to edit a record you must already know the record number. Use the REVIEW option to find out which records need to be edited.

Enter the record number you want to edit and press the RETURN key. The computer displays the field name, data type of the field and the contents of the field. If you want to edit a field, type over the original field following the question mark (?) prompt. If you don't want to edit all the fields, simply press RETURN and the computer skips the current field and displays the next field in the record. After Starterfile reaches the last field, it returns you to the main menu. If "Chars free" on the main menu equals zero (0), you can no longer edit your file.

5) TO SEARCH A FILE, press the "S" key. The computer displays the database function at the top of the screen, the field title and the words "Match String" as in the following example:

Search

Name:

Match String?

"Name" is the title of the first field in the mailing list database example. "Match String" is a string of characters used as the basis for comparison when searching for a particular record. Enter a string that matches the first

few letters of a record field you previously entered. For example, you want to know the names of all the people on your mailing list who live in the state of California. Since the STATE field is the fourth field in your record, you don't want to search the name, street address or city fields. To skip them, press the RETURN key three times. When the computer displays:

State:

Match String?

Type: **California (or just "Cal")**

and press RETURN. The computer responds by displaying all fields of all the records of people who live in California. To pause the listing, press any key. To resume the listing, press any key again. To stop the listing, press the RUN/STOP key.

Searching a numeric field works differently. To search a numeric field, instead of displaying "Match String", the computer responds with:

Min, Max: ? 1, 0

A numeric field search checks the range of values specified by the minimum and maximum values. The minimum default value is 1 and the maximum default value is zero (0). If the maximum value is less than the minimum value, like the default values, all fields are displayed. If you press the RETURN key without changing the default values, all the values are displayed.

Starterfile places the cursor over the minimum default value (1). To specify minimum and maximum numeric search values, type over the default values and make sure to separate them with a comma. Press the RETURN key. If a number in one of your search fields is in the range specified, it is displayed. If no numeric field values fall in the range of the maximum and minimum values specified, no records are displayed. Press any key to return to the main menu.

6) TO SORT A FILE, press the "O" key. The computer displays the following:

SORT

#1:First Field Name

#2:Second Field Name

#3:Etc.

Sort by which field (enter field #)?

Each field title and number are displayed. At the question mark prompt, enter the field number you want to sort. You can sort the records in the file by any field. For example, if you want to sort by name as in our previous example, press the 1 key since "Name" is the first field in each record. Press RETURN and the computer responds with:

Sort Ascending or Descending?

If you want to sort in alphabetical order, press the "A" key. This sorts the records from lowest to highest. If you want to sort in reverse alphabetical order, press the "D" key. This sorts the records from highest to lowest.

7) TO DELETE A RECORD, press the "D" key. The computer displays:

Delete

Record # to Delete (0 to Abort)?

You must know the record number in order to delete a record. To find out the record number, press the "R" key (REVIEW) from the main menu. The computer lists all the records and the corresponding record numbers.

Enter the record number you want to delete and press the RETURN key. The record is now deleted. If you change your mind after selecting the delete option and BEFORE you press the RETURN key, enter zero (0) as the record number. This returns you to the main menu. No records are deleted if you enter zero. You must enter zero before you press the RETURN key.

8) TO TOTAL THE CONTENTS OF THE NUMERIC VALUES OF A SPECIFIC FIELD, press the "T" key. The computer displays the name of the database function (Total), the title of the first record and:

Match String? [ ]

if the field type is character data. If the field type is numeric data, the computer displays the database function name (Total), the title of the first record and:

Min, Max: ? 1, 0

You can select the fields you want to total using a match string or by specifying a minimum and maximum numeric range just like the SEARCH option. For example, you have a file containing information about your credit card accounts. The file has three fields. The first field is the date you charged the item, the second field contains the name of the item, and the third field contains the price of the item. Let's say you need to know how much you charged to your credit card in the month of June. To TOTAL the numeric price field, press the "T" key when the main menu is displayed. The computer responds with:

Date:

Match String? [ ]

Enter the date exactly as you did when you constructed the file and press RETURN. The computer responds with:

Name of Item:

Match String? [ ]

If you want to total only the purchases of a specific item in June, enter a string that matches the name of items you purchased and press RETURN.

Otherwise, simply press RETURN if you want to total all the purchases in June. The computer responds with:

Price:

Min, Max: ? 1, 0

If you want to Total only the purchases within a specified price range, enter a minimum value and maximum value and press RETURN. Simply press RETURN if you want to total all the purchases in June. The computer responds by displaying all the records that correspond to the MATCH STRING and MINimum and MAXimum values you entered. The TOTAL of the numeric record fields is displayed according to the information you entered. If you want to TOTAL a field for all the records in the file, just press the RETURN key after each prompt. The computer displays all the records in the file and the TOTAL of all numeric fields.

9) TO SAVE YOUR FILE ON DISK OR TAPE, press the "F" key. The computer responds with:

Save

Disk or Cassette? [ ]

Press the key that corresponds to the first letter of the storage device you are using ("D" for Disk, "C" for cassette). The computer responds with:

File Name? [ ]

Enter a name for your file and press RETURN. If you are using a disk drive, the computer responds with:

Enter a Date or Title for this file:
?

Enter a date or title for your file. Once you specify a date or title, it is displayed at the top of the main menu. Your file is now SAVEd.

If you are using a Datassette, the computer responds to the "File Name" prompt with:

press play & record on tape

Press both the play and record buttons on the Datassette. The screen is turned off and the Datassette starts to SAVE your file to tape. Before the file is completely SAVEd, the screen turns on again and displays:

ok

Enter a Date or Title for this file:

?

Enter a date or title for your file and press RETURN. Again the screen turns off and SAVEs the DATE or TITLE on tape. The screen turns back on again

and the computer displays the main menu with your DATE or TITLE at the top. Your file is now SAVEd on tape.

REMINDER FOR DISK DRIVE USERS: If you change any data in your original file that is already SAVEd to disk and you want to SAVE the changes, you must SAVE the file under a different filename or a "FILE EXISTS ERROR" occurs.

10) TO LOAD A FILE FROM DISK OR TAPE, press the "L" key. The computer responds with:

Load

Disk or Cassette? [ ]

Press the key that corresponds to the first letter of the storage device you are using. The computer responds with:

File Name? [ ]

Enter the name you SAVEd the file as and press RETURN. If you are using a Datassette, the computer displays:

press play on tape

Press the play button on the Datassette. The computer responds with:

ok

Then the screen is turned off and the computer LOADs your file.

Whether you are using a Datassette or a disk drive, the computer briefly displays the DATE or TITLE of the file you specified when you SAVEd it. The computer then displays the main menu with your DATE or TITLE at the top. Your file is now LOADed.

11) TO PRINT YOUR FILE, first press the "P" key. This directs all output from the screen to the printer. Now press any of the option keys on the menu. The information normally displayed on the screen is now output to the printer as a hard-copy. To direct output back to the screen, press the "P" key again. Now if you press a key from the option menu, the output is displayed on the screen.

12) TO EXIT STARTERFILE, press the "Q" key. The computer responds with:

Quit: Are You Sure?

If you want to exit the program press the "Y" key. When you exit the program, all your data is erased. If you do not want to exit the program once you select the QUIT option, press any key to return to the main menu. Your data is not lost if you return to the main menu.

Startercalc Spreadsheet

Startercalc is a mini-spreadsheet program which contains 4 columns and 19 rows. This gives you 76 entries, referred to as fields, into which you can enter information. Each field accepts numeric data, text data or the result of a defined function. Defined functions include row or column addition, subtraction, multiplication or division of two fields.

TO LOAD Startercalc, type:

LOAD "STARTERCALC"

and press RETURN. The computer responds with:

PRESS PLAY ON TAPE

Press the PLAY button on the Datassette and the computer LOADs the program. Once the program is LOADed, type RUN and press the RETURN key.

The computer displays:

DISK OR TAPE STORAGE

Press the first letter of the device onto which you want to SAVE your spreadsheet. The computer responds with:

Startercalc setting up...

The computer then displays a blank spreadsheet.

Startercalc uses the following keys to perform six spreadsheet functions:

F1	**ENTER A NUMERIC VALUE**
F2	**ENTER TEXT**
F3	**DEFINE A MATHEMATICAL FUNCTION**
HELP	**SAVE THE SPREADSHEET**
ESC	**CALCULATE A FUNCTION**
CLR	**DELETE FIELD**

1) TO ENTER NUMERIC DATA, position the black field indicator to the desired location using the cursor keys and press the F1 function key. A black field appears in the bottom left corner of the screen. Enter a number. A decimal point is placed in the field leaving two digits to the right of the decimal point. If your number has no fractional part, press the zero key twice to place your whole number to the left of the decimal point. Now press the RETURN key. The number appears in the location where you positioned the field indicator. To enter another number, position the field indicator to another location using the cursor control keys and follow the same procedure.

2) TO ENTER TEXT DATA, position the black field indicator to the desired location using the cursor keys and press the F2 function key. A cursor,

preceded by a colon appears at the bottom left corner of the screen. Enter your text. The cursor stops in the character position before the second colon, so your text data can only be a maximum of eight characters. Press the RETURN key. Your text data appears in the location where you positioned the field indicator. To enter additional text data, position the field indicator to another location using the cursor keys and follow the same procedure. Text data is usually used for row and column headings.

3) TO ENTER A DEFINED FUNCTION, position the field indicator to the location where you want the results of a calculation to appear and press the F3 function key. Usually this appears at the bottom of a column or at the end of a row. A cursor, preceded by a colon, appears at the bottom left corner of the screen. To define a SUM function, enter the following:

SUM <starting field> <ending field>

For example, if you wanted to SUM row A, enter the following:

SUM A1 A4

where A1 is the first field in row A and A4 is the last field in row A. Press RETURN and the result of the function is placed where you positioned the field indicator. Defined functions operate only on field names. You cannot enter numeric data literally as digits. You must place the numeric value in a field before the function can operate on it.

To define an addition, subtraction, multiplication or division function, enter the following:

<operand field> <operator> <operand field>

where the operand fields can be any numeric field on the screen. The operator specifies the type of mathematical function being performed. For example:

A1 + A2	Adds numeric fields A1 and A2.
B3 - D4	Subtracts numeric field D4 from B3.
S2 * M1	Multiplies field S2 times M1.
H3 / L4	Divides field H3 by L4.

Press the RETURN key and the result of the function is placed where you positioned the field indicator. When you reposition the field indicator to the field where you defined a function, the function is displayed in a red field near the bottom left corner of the screen. The maximum length of a function is 36 characters.

If you define a function and change the original numeric data in the fields involved in the mathematical function, the result of the function remains the same. In order to re-calculate the new value of the defined function, press the ESC key and the defined functions are updated to reflect the new data

values. For example, enter 100 in field A1 and 200 in field A2. Then in field A3 define the function:

A1 + A2

Press RETURN and the result 300 appears in field A3. Now change the value in field A1 to 500. After you enter the value 500 in field A1, notice the result of the defined function A1 + A2 is still equal to 300 when it should equal 700. Press the ESC key and the field indicator sweeps through all the fields and updates the values of the defined functions. Field A3 is now equal to the correct value 700.

NOTE: If ****.** is displayed when calculating a defined function, the result of the function is outside the range of numbers the computer can represent. Check the fields involved to make sure the function can represent a number that large.

4) TO DELETE THE CONTENTS OF A FIELD, position the field indicator to the field you want to delete. Hold down the SHIFT key and press the CLR key. The field is erased.

5) TO SAVE THE CONTENTS OF YOUR SPREADSHEET TO DISK, press the HELP key. The computer displays:

LOAD, SAVE OR EXIT

Press the "S" key. The computer displays:

INSERT DATA DISK AND PRESS RETURN

Insert a formatted disk onto which you want to save your spreadsheet data and press the RETURN key. The computer responds with:

FILENAME?

Enter a filename and press RETURN. The computer SAVEs your data and displays your spreadsheet again.

To SAVE the contents of your spreadsheet to TAPE, press the HELP key. The computer displays:

LOAD, SAVE or EXIT

Press the "S" key. The computer displays:

rewind tape and press return

Insert a blank cassette tape into the Datassette, rewind it and press the RETURN key. The computer responds with:

press play & record on tape

Press both the play and record buttons on the Datassette. The screen turns off and the Datassette starts to SAVE your spreadsheet. The screen turns back on and "OK" is displayed. The screen turns off again and continues to SAVE the spreadsheet. When the spreadsheet is completely SAVEd, the

Datassette stops spinning and the screen turns on again. Your spreadsheet is now SAVEd to tape.

6) TO LOAD A SPREADSHEET FROM DISK, press the HELP key. The computer displays:

LOAD, SAVE OR EXIT

Press the "L" key and the computer responds with:

INSERT DATA DISK AND PRESS RETURN

Insert the formatted disk onto which your spreadsheet was SAVEd and press the RETURN key. The computer displays:

FILENAME?

Enter the filename your spreadsheet was SAVEd as and press RETURN. The computer LOADs and displays the spreadsheet.

To LOAD a spreadsheet from tape, press the HELP key. The computer responds with:

LOAD, SAVE OR EXIT

Press the "L" key. The computer responds with:

rewind tape and press return

Insert the cassette, onto which you SAVEd your spreadsheet, into the Datassette, rewind it and press RETURN. The computer responds with:

press play on tape

Press the PLAY button on the Datassette. The screen turns off, and the computer starts LOADing the program. The screen turns back on and displays "OK". The screen turns off again and continues to LOAD your spreadsheet. When the spreadsheet is completely LOADed, the screen turns on again. The computer displays the numeric or text data in the original positions as the black field indicator sweeps down the columns of the spreadsheet. Your spreadsheet is now displayed on the screen.

7) TO EXIT STARTERCALC, press the HELP key. The computer responds with:

LOAD, SAVE OR EXIT

Press the "E" key. You are now outside of Startercalc.

Depreciation Calc

Depreciation Calc computes the depreciation of a material investment using four methods: straight-line, sum-of-year's digits, declining balance and double-declining balance.

Straight-line depreciation calculates the depreciation equally in all the years of the item's life. Sum-of-year's digits assumes the item depreciates at a rate proportional to the remaining years of useful life, divided by the sum of the years' digits. Declining balance and double-declining balance methods compute an item's depreciation for each year as a percentage of the remaining book value. A factor of "1" is used for declining balance and "2" is used for double-declining balance. The program computes depreciation amount, remaining depreciation value, remaining book value and total depreciation.

To load Depreciation Calc insert the Depreciation Calc cassette (tape #1), rewind it and type:

LOAD "DEPRECIATIONCALC" and press RETURN.

When the program is loaded, type:

RUN

and press RETURN. The computer displays the Depreciation Calc screen which contains 5 input fields. They are:

- Original Price– The original price of your investment
- Salvage Price– The expected salvage price at the end of the investment's life
- Life- The life of the investment
- Dep- The type of depreciation: straight-line, sum-of-years' digits, declining balance and double-declining balance
- Factor- Specifies the type of declining balance method used.

A one (1) stands for declining balance, a two (2) stands for double-declining balance.

To input the information, use the following keys:

CURSOR DOWN	-	**MOVE CURSOR TO NEXT AREA**
CURSOR UP	-	**MOVE CURSOR TO PREVIOUS AREA**
HOME	-	**MOVE CURSOR TO FIRST FIELD**
SHIFT CLR	-	**ERASE ALL FIELDS**
DELETE	-	**DELETE A CHARACTER**
FUNCTION KEY	-	**EXECUTE CALCULATIONS**
HELP	-	**DISPLAY HELP MESSAGES**
RETURN	-	**MOVE TO NEXT FIELD**
ESC	-	**EXIT TO BASIC**

TO COMPUTE THE DEPRECIATION OF AN ITEM:

1) Enter a value in the original price field between 0 and 9,999,999. Only whole dollar amounts (no decimal points) are allowed.

2) Next, enter a value in the salvage price field between 0 and 9,999,999. Leave the field blank if there is no salvage price. Only whole dollar amounts (no decimal points) are allowed. A salvage price greater than the original price is not allowed.

3) Enter a one- or two-digit number in the life field. This is the number of years the item is used before it is replaced.

4) Enter the type of depreciation you want to use in the dep type field as follows.

A = Straight line

B = Sum-of-years digit's

C = Declining balance

5) In the start field, enter the number of the month (of your fiscal year) in which you bought the item or put it into service. For example, if you buy the item in September, when your fiscal year starts in July, the START is 3.

If you leave this section blank, it is treated as a one.

6) Now press the F1 function key to calculate the depreciation. If you choose depreciation type C, declining balance, the computer displays:

INPUT ADJUSTMENT FACTOR 1 < = FACTOR < = 2

Now enter the depreciation factor used in computing the declining balance. The factor must be a number between 1 and 7. Generally accepted accounting practices use factor "1" for declining balance and factor "2" for double-declining balance. Press the return key to calculate the declining balance depreciation.

7) The computer displays the following depreciation information:

YR-The year

DEP-The depreciation for each year

RDV-The remaining depreciable value. This is equal to the remaining book value minus the salvage price.

RBV-The remaining book value of the investment item.

TOT DEP-Total depreciation from purchase date to the given year.

7a) If the schedule spans more than seven years, you are prompted with:

CONTINUE LISTING? (Y/N)

Press the "Y" key if you want to continue listing to the screen.

Press the "N" key to stop the listing.

7b) If you answer "N" to Continue Listing? (Y/N), or if the listing is complete, the computer responds with:

HARDCOPY? (Y/N)

If you answer "Y", a depreciation schedule is printed on your printer. Be sure your printer is connected and the power is turned on.

Next, you are prompted with:

DEPRECIATION BY MONTH (Y/N)

If you answer "Y", you are then asked to:

INPUT THE YEAR

Enter the year in which you want a monthly depreciation schedule, and press RETURN. You are then prompted with "Continue Listing? (Y/N)" and "HardCopy? (Y/N)" again.
Finally, the computer displays the prompt:

CONTINUE SAME DATA? (Y/N)

Press the "Y" key if you want to retain the existing data.Press "N" key to erase all fields.

ERROR MESSAGES

As Depreciation Calc performs calculations, it checks to see if the data is reasonable. If it is not, a message is displayed on the MESSAGE LINE and the cursor is positioned at the offending data field. To continue, correct the data and press the F1 key to begin calculating again. Here is a brief explanation of each error message.

MISSING ORIGINAL PRICE

If the field is blank or 1, this error message is displayed.

To continue, enter the original price of the item being depreciated.

MISSING EQUIPMENT LIFE

If the number of years is not entered in the field, this error message is displayed.

To continue, enter the number of years the item was used.

MISSING DEPRECIATION TYPE

There are three different methods that can be used to calculate depreciation. Enter the appropriate letter that corresponds to the method you wish to use. Only the letters "A" (straight-line), "B" (sum-of-years digits), and "C" (declining balance) are accepted.

SALVAGE PRICE > ORIGINAL PRICE

If the salvage price is larger than the original price, this error message is displayed. To continue, make sure the original price is the larger figure.

Starterscript

Starterscript is a simple word processor designed for the beginner who doesn't need all the features of a sophisticated word processing package. Starterscript has nine features which makes it fast and easy to use.

TO LOAD STARTERSCRIPT, insert the Starterscript cassette (tape #2,) and rewind it. Now type:

LOAD "STARTERSCRIPT"

and press RETURN. The computer responds with:

press play on tape

Press the PLAY button on the Datassette. The screen turns off while the program is LOADing. Once the program is completely LOADed, the screen turns back on. Type:

RUN

and press RETURN. The computer displays the Starterscript menu on the screen. The opening screen lists the features as follows:

1. Enter text

2. Edit Text

3. Insert Lines

4. Delete Lines

5. List

6. Print

7. Save Text

8. Load Text

9. Exit

1) TO ENTER TEXT, position the horizontal black bar over option 1 and press the RETURN key. Now simply type your text. You don't have to press the RETURN key after each line, but press the RETURN key after the end of a paragraph. When entering text, use the left and right cursor keys to move on the current line. The cursor up and down keys are disabled. Use the delete key to delete text on the current line. To exit from this option, press the ESC key to return to the main menu.

2) TO EDIT TEXT, position the horizontal black bar over option 2 and press RETURN. The computer responds with:

EDIT LINE #?

Enter the line number where you want to start editing and press RETURN. If you want to return to the main menu, press the zero (0) key and the

RETURN key. For example, if you want to edit line 2, press the 2 key and RETURN and the computer displays:

Edit Text-Press ← for Next Line

Press ESC for Menu

2> Friends, Romans and countrymen, lend...

As in option 1, use the left and right cursor keys to move the cursor on the current line. Again, the cursor up and down controls are disabled. Press the left arrow (shift =) key to display the next line you want to edit. To exit from edit mode and return to the main menu press the ESC key.

3) TO INSERT LINES OF TEXT, position the black bar over option 3 and press the RETURN key. The computer displays:

Insert after line #?

Enter the line number after which you want to insert lines of text. For example, you want to insert lines of text starting after line 4. Press the 4 key and the computer displays:

Enter Text-Press Esc to return to Menu

5>

Now simply type the lines of text you want to insert. Press the ESC key when you're finished inserting. The lines you just typed are inserted automatically. You can insert a maximum of 20 lines of text.

4) TO DELETE LINES OF TEXT, position the horizontal black bar over option 4 and press the RETURN key. The computer responds with:

Delete from line #?

Enter the line number where you want to start deleting lines and press RETURN. If you want to return to the main menu, press the zero (0) key and the RETURN key. The computer responds with:

Delete from line #?

Enter the line number where you want to start deleting lines and press RETURN. If you want to return to the main menu, press the zero (0) key and the RETURN key. The computer responds with:

Delete to line #

Enter the line number where you want to start deleting lines and press RETURN. If you want to return to the main menu, press the zero (0) key and the RETURN key. The computer responds with:

Are you sure?

If you are sure those are the lines of text you want to delete, press the "Y" key and press RETURN. The computer displays the word "Deleted" and then

displays the main menu again. If you are not sure those are the lines you want to delete, press the "N" key and RETURN. The computer displays the words "Not Deleted" and returns to the main menu again.

5. TO LIST YOUR DOCUMENT, position the horizontal black bar over option 5 and press the RETURN key. The computer displays

Start list at the line number #? 1

If you want to start LISTing the document from the beginning, just press RETURN. If you want to LIST the document starting from a higher line number, type over the 1 with the higher line number and press the RETURN key. The computer responds with:

List to line #? <last line number>

If you want to LIST the document to the last line, just press RETURN. If you don't want to LIST the document to the end, type over the last line number with the line number you want to end the LISTing with and press RETURN. The computer displays the specified range of lines and the message as follows:

1> Today is the first day of the rest of your life.

2> To err is human, to forgive divine.

Press Esc to Return to Menu

6. TO PRINT YOUR DOCUMENT, position the horizontal black bar over option 6 and press the RETURN key. The computer responds with:

Enter the left margin?

Enter the column where you want your left margin to appear on a piece of paper and press the RETURN key. If you want to return to the main menu, press the "0" key and the RETURN key. The computer responds with:

Enter right margin?

Enter the column where you want your right margin to appear on a sheet of paper and press the RETURN key. If you want to return to the main menu, press the zero (0) key and the RETURN key. The computer responds with:

Start at line #? 1

If you want to PRINT the document from the beginning simply press the RETURN key. If you want to PRINT the document from a higher line number, enter the line number where you want printing to begin and press the RETURN key. The computer displays:

Print to line #?<last line number>

If you want to PRINT the document to the end, just press RETURN. If you don't want to PRINT the document to the end, enter the line number where you want the PRINTing to end and press RETURN. The computer responds with:

Ready Printer and Press Return?

Press the RETURN key when your printer is ready to PRINT the document.

7) TO SAVE YOUR TEXT, position the horizontal black bar over option 7 and press RETURN. The computer displays:

Document Name:?

Enter a name for your document and press RETURN. The computer displays:

Tape or Disk?

Press the first letter of the storage device you are using. If you SAVing to TAPE press the "T" key. Now PRESS PLAY and RECORD on the Datassette and the computer SAVEs your document to tape. If you are SAVing to DISK press the "D" key and the computer SAVEs your document to disk.

8) TO LOAD A DOCUMENT, position the horizontal bar over option 8 and press the RETURN key. The computer responds with:

Document Name:?

Enter the name you used to SAVE the document and press the RETURN key. The computer responds with:

Tape or Disk?

Press the first letter of the storage device you are using. If you are using a Datassette the computer responds with:

press play on tape

Press the PLAY button. The computer LOADs your document and displays the number of lines in your document. For disk, type "D" and the computer LOADs your document and displays the number of lines in the document.

9) TO EXIT STARTERSCRIPT, position the horizontal black bar over option 9 and press RETURN. The computer responds by clearing the screen and displaying the "READY." prompt. Any document in memory is erased, so make sure you have SAVEd your document before exiting Starterscript. Exiting Starterscript also erases the program. If you want to continue using Starterscript, you must load the program again.

Mortgage Calc

Mortgage Calc computes the amount of each mortgage payment and separates the amount into equity and interest. It calculates the number of payments, total equity and total interest of a loan or mortgage at a specified point in time. It also computes how much you have already paid and the balance you owe.

Loading Mortgage Calc

To LOAD Mortgage Calc, insert the Mortgage Calc cassette (tape #2) into the Datassette and rewind it. Now type:

LOAD "MORTGAGE CALC"

and press the RETURN key. The computer responds with:

PRESS PLAY ON TAPE

Press the PLAY button on the Datassette and the computer LOADs the program. Once the program is LOADed, type:

RUN

and press the RETURN key. The computer displays the Mortgage Calc screen.

ENTERING YOUR DATA

The Mortgage Calc screen contains six input fields. You can enter your data into the input fields using the following keys:

CURSOR UP/DOWN	**Moves you between fields**
RETURN	**Moves you to the next field**
CLR/HOME	**Moves you to the first field**
SHIFT CLR/HOME	**Erases all fields**
DELETE	**Erases characters**
F1 Function Key	**Performs the calculation**
HELP	**Provides directions for each entry**
ESC	**Exits the program**

The six input fields are:

1) PRINCIPAL

This is the amount of money borrowed. It can be entered as dollars (25000) or as dollars and cents (25000.00).

2) ANNUAL RATE

This is the annual percentage rate on your loan. Some examples are:

12
12.0
12.75

3) TERM

This is the length of time in which the loan must be repaid. This is actually two fields: the number of years (YR) and the number of months (MO). It can be entered in three ways:

A) The total number of years

B) The total number of months

C) A combination of both years and months

Either the year field (YR) or month field (MO) may be zero, but not both. A zero in these fields is treated as a blank. The TERM must be in units that are even multiples of the payment period. For example, if the TERM of the loan is three months, you can have either a monthly payment period or a quarterly (three month) payment period. You cannot have a bimonthly payment period since a three month term is not an even multiple of a bimonthly (two-month) payment period.

4) TO BE PAID

This is the payment period. The available options are:

M (Monthly)	Every month
B (Bimonthly)	Every two months
Q (Quarterly)	Every three months
S (Semiannually)	Every six months
A (Annually)	Every twelve months

Remember, the term must be an even multiple of the payment period.

5) START

This is the date the money is borrowed. The month (MM) may contain a value between 1 and 12. It cannot be blank or an error message is displayed. If the year (YY) is blank, it is treated as zero.

6) NEXT PAYMENT DATE

This is the payment due date for any payment during the term of the loan. The month field (MM) may have any value between 1 and 12. It cannot be blank or an error message is displayed. If the year (YY) is blank, it is treated as a zero.

If you specify a NEXT PAYMENT DATE which is not actually a payment due date, Mortgage Calc uses the first payment due date after the date you specify. For example, your loan starts on 4/84 and you specify the next payment is due on 5/84. However, if the loan is paid quarterly, the computer automatically changes the NEXT PAYMENT DATE to 7/84.

OUTPUTTING THE CALCULATION

Once you input and verify your date, Press the F1 Function key to begin the calculation. If this is the first time the PRINCIPAL is calculated, the computer displays the prompt:

SHALL I PRINT AN AMORTIZATION SHEET?

on the message line. Press the "Y" key if you want a printed copy of the output. Be sure your printer is turned on or you will lose your data. Press the "N" key if you do not.

After the results of the first calculation are on the screen, you have three options:

A) Press the F1 key to calculate the amount due for the next payment period.

B) Change any data and press the F1 key to recalculate using the new data.

C) Press the SHIFT and CLR/HOME keys at the same time to clear all fields for a new payment schedule.

NOTES:

1) If the AMOUNT, EQUITY or INTEREST under NEXT PAYMENT are greater than 500,000.00, all three are rounded to the nearest dollar.

2) The total amount to be paid (principal plus interest) is not necessarily a multiple of the number of payments. If it is not, the amount of the final payment is adjusted to the exact amount owed.

3) Some numbers are too large to print on the screen but they are still acceptable input in the program. In this case the program prints a row of asterisks in place of the number.

4) The largest number that can be printed as AMOUNT, EQUITY or INTEREST under NEXT PAYMENT is 99,999,999.

5) The largest number that can be printed as TOTAL EQUITY or TOTAL INTEREST is 999,999.99.

ERROR MESSAGES

As Mortgage Calc performs its calculations, it checks to see if the data is reasonable. If it is not, a message is displayed on the MESSAGE LINE, and the cursor is positioned at the offending data field. To continue, correct the data in the appropriate field, then press the F1 key to begin calculating. An explanation of the possible error messages follows.

TERM INCONSISTENT WITH ACCURACY

It is possible to type combinations of numbers which give results too large or too small for the computer to handle accurately. In that case, Mortgage Calc displays this error message at the bottom of the screen.

To continue, choose more reasonable values for PRINCIPAL, ANNUAL RATE or TERM.

OVERFLOW ERROR

An Overflow Error is the result of a computation larger than the largest number allowed, which is 1.701141884E + 38.

In this case, press both the SHIFT and CLR/HOME keys at the same time to clear the screen. Type "RUN" and press RETURN. Mortage Calc starts again at the beginning.

MONTHS MUST BE BETWEEN 1 AND 12

The number of months must be entered in one- or two-digit format. Any number between 1 and 12 may be used.

ALL BLANKS MUST BE FILLED IN

Data must be entered in PRINCIPAL or ANNUAL RATE data fields. If it isn't, the program won't be able to calculate your mortgage, and this error message will be displayed.

NEXT PAYMENT BEYOND LOAN TERM

The next payment date must be between the starting date and the date at which the loan is paid off.

PAYMENT PERIODS ARE M, B, Q, S or A.

One of the letter codes must be entered in the TO BE PAID data field.

M = Monthly

B = Bimonthly

Q = Quarterly

S = Semiannually

A = Annually

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